

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CORRECTIONS/COURT SECURITY OFFICER**

Jurisdictional Class: **Competitive**
Date Adopted: **Feb. 1, 1998**
Date Revised: **2/3/99, 6/5/00(added court security); 9/7/04; 2/6/08**
Jurisdictions: **County**
Union Status: **Corrections Council 82**
Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well-being of inmates in a county correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined but incumbents must be alert to the possibilities of emergency situations arising and exercise sound judgement when problems occur. The work is performed under general supervision of a higher-level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. As a Court Officer, this work involves responsibility for maintaining security and order in the courtroom, public waiting rooms and other areas in and around the court premises. The incumbent patrols the courthouse and adjacent areas to ensure the safety of visitors, participants involved in legal proceedings and court personnel. The work is performed under general supervision of the Sheriff in accordance with established security procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (AS CORRECTIONS)

Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post or cell tier;
Locks and unlocks cells and access doors using mechanical and electrical devices;
Watches for unusual incidents or activities on the part of inmates involving violation of facility rules, or a life threatening situation and reports these to supervisor either verbally or in writing;
Checks cell and corridor areas for faulty bars, gates, etc. and make routine fire and safety checks;
Transports inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary;
Issues clothing and bedding and instructs inmates in its proper care;
Books inmates by preparing appropriate records and taking fingerprints and photo identifications;
Inventories and records inmates clothing and property;
Escorts visitors and observes inmates visitations;
Dispenses a variety of prescriptions and non-prescription medications when authorized by federal and state law
and in accordance with facility rules and regulations;
Searches cells, frisks inmates and confiscates contraband;
Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
Supervises inmates assigned to work details, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards;
Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;
Instructs inmates of rules and regulations
Use chemical agents, weapons or restraining devices and protection equipment in case of fights or other disturbances;

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Prepares a variety of records and reports related to the care of inmates and security of the facility;
Operate a variety of office equipment during the processing of inmates or report preparation.

AS COURT SECURITY OFFICER:

Provides security to court facilities by screening, through the use of metal detection devices;
Provides for the security and protection of judges, juries, and other courtroom participants;
Maintains security on sequestered juries to ensure no access during deliberations;
Limits and controls access, to and from, non-public areas of the court;
Responds to emergency situations involving physical and/or verbal altercations within the court facilities to ensure security is maintained or restored;
Observes entry to facilities for any unusual behavior that indicates potential security violations;
Monitors persons entering the courts to ensure that they are not concealing or carrying any weapons, unauthorized recording devices or contraband;
Assists in building evacuation in the event of a fire or other emergency situations;
Conducts duties in peace officer designation appropriate to a court setting;
Prepares and submits incident and other reports, as necessary or required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the rules, regulations and requirements of the New York State Correction Law governing the supervision and treatment of inmates, safety and security of the facility and department employees; Good knowledge of court security techniques; Working knowledge of court procedures, practices and legal terminology; Working knowledge of warrants, petitions, calendars, orders and other court documents and forms; Good knowledge of the layout and location of security personnel and post assignments throughout the facility; Good knowledge of search and frisk methods; Working knowledge of the proper function of correction facility security equipment and devices; Working knowledge of the safe use of chemical and physical restraints; Working knowledge of first aid procedures; Ability to observe, interpret and report on inmate activity; Ability to verbally communicate rules and regulations of the facility to inmates; Ability to make quick decisions regarding facility security and personal safety in emergency situations; Ability to organize and maintain accurate records and files; Sound judgment; Good powers of observation; Skill in the use of unarmed defensive and restraint techniques; Ability to understand and follow oral and written instructions; Ability to deal effectively with the public; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: Possession of a valid, New York State driver's license at the time of appointment and must be able to complete all training requirements as outlined by NYS Corrections and any additional training for the Court assignment.